



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	PUBLIC HEALTH INVESTIGATOR (Multiple)
Posting Number	PN# 110137
Department	Health & Human Services
Division	Disease Prevention and Control
Section	Tuberculosis Control
Reporting Location	6260 Westpark Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES

Performs basic disease intervention activities relating to the control of communicable diseases among residents of the city.

CORE FUNCTIONS

- Delivers and supervises patients taking Directly Observed Therapy (DOT)/ Directly Observed Preventive Therapy (DOPT) tuberculosis medication, including toxicity checks and sputum collection as ordered by a physician.
- Documents all official activities on appropriate forms. Documents doses delivered and supervised, toxicity checks, sputum collection, etc. on the DOT/DOPT field record; reports problems immediately by telephone and follows up with supervisor.
- Meets with supervisor for patient case conferences, field itineraries and mileage reports.
- Participates in staff meetings, administrative meetings and training as required.
- Communicates with providers to facilitate and expedites Tuberculosis (TB) patient care including clinic appointments and transportation.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience with public contact in the social service or public health field or in a high-volume customer service environment are required.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

- Bilingual preferred (English/Spanish).
- Prefer knowledge of HIV/STD/Tuberculosis.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, these positions are subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION **GENERAL FUND POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 12
\$800 - \$1,415 Biweekly \$20,800 - \$36,790 Annually

OPENING DATE April 26, 2006

CLOSING DATE May 2, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer